

PARKS TECHNICIAN 3

POSITION SUMMARY: This position performs a variety of highly skilled and technical work related to construction/small engine repair, irrigation/plumbing, and/or horticulture in relation parks, recreational facilities, recreation areas and grounds. A journeyman license is not required for this position. Operate and maintain various types of equipment, tools, and vehicles. Responsible for maintaining records, preparing reports, and performing work related to ordinance and regulatory compliance. Responsible for supervising and training employees in a lower classification. Monitor and guide contractors.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of community services and the direct supervision of the parks foreman or other designated official.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Perform highly skilled, complex, and technical duties related to the operation and maintenance of City parks, recreational facilities, recreation areas and programs, grounds and equipment.
2. Provide customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
3. Provide education and enforce park, recreation, and facility rules and regulations.
4. Perform specialized, highly skilled work in the areas of construction/small engine repair, irrigation/plumbing and/or horticulture.
5. Assist in preparing, maintaining and overseeing bid specifications and contracts and overseeing work completed by outside contractors.
6. Assist in preparing, maintaining, and overseeing maintenance and repair schedules.
7. Construct, maintain, and repair parks, facilities, recreation areas, grounds.
8. Perform advanced grounds maintenance work including trimming, planting, fertilizing, weed control, fencing, landscaping and other work as required.
9. Perform advanced building and facility maintenance work including painting, cleaning, irrigation, servicing, roofing, electrical, plumbing, heating, carpentry and other work as required.
10. Perform snow removal, salting, and other winter maintenance. Including the evaluation, creation, and implementation of efficient routes and methods to improve performance and reduce costs.
11. Fabricate, install, remove and maintains signage.

12. Install, maintain, and repair irrigation systems.
13. Deliver, set up, and maintain the portable stage.
14. Maintain and perform advanced operations utilizing various types of equipment including trucks, trailers, tractors, aerial lifts, back hoes, loaders, mowers, power sprayer, stump machines, chippers, compressors, power tools and other types of equipment as required.
15. Install, inspect, and maintain playground equipment, turf, athletic fields, sliding hills and other recreation facilities and equipment.
16. Perform equipment and appliance maintenance work including cleaning, lubricating, servicing and identifying and repairing and replacing defective parts.
17. Maintain and order inventory of equipment and supplies according to established procedures and within budgetary guidelines as assigned.
18. Prepare information for FEMA damage assessments sheets, accident and incident reports, logs, documentation of activities, supply inventory, and other related records and reports including documentation of activities. Perform investigations as required.
19. Use technology, including GPS and GIS software, to research, complete, and document various tasks.
20. Perform heavy manual labor.
21. Train, mentor, and lead seasonal employees by directing daily tasks, providing feedback, and advising supervisor of work performance. May lead and direct employees. May guide and monitor contractors.
22. Perform related work as required; may include assisting employees in a higher classifications in more complex assignments.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school degree and a minimum of ten years progressively responsible work experience in grounds and facilities maintenance.
- B. Possess and maintain CDL-A, aerial lift certification, and other licenses and certifications as required.
- C. Possess a valid Michigan motor vehicle operator's license.
- D. Proficiency in all aspects of the essential job functions of the preceding parks and facilities maintenance positions.
- E. Demonstrate knowledge of park rules and regulations. Demonstrate knowledge of laws, ordinances, and codes related to building construction, public facility use, and other applicable regulations.

- F. Proven ability to identify and detect public safety hazards in facilities and natural environments, exercise judgment to secure areas and remediate concerns in immediate or acceptable manner.
- G. Able to communicate effectively and prepare detailed and accurate work orders and other reports. Able to effectively present ideas orally and in writing for varied audiences.
- H. Demonstrate knowledge of and ability to apply current construction and maintenance techniques.
- I. Proven ability to read, comprehend, and apply architectural drawings and other related blue prints.
- J. Demonstrate advanced skill in operating and maintaining vehicles, equipment, and tools.
- K. Proficiency in using back blade (plowing) and detailed and intricate concrete and asphalt work.
- L. Proficiency in using computers and software programs including Microsoft Office, MainTrac, RecTrac, DSX security system, automatic HVAC controls, timers, and other specialized equipment. Ability to learn new technology and software as necessary.
- M. Has established effective working relationships and uses tact, good judgment and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.
- N. Able to work as a team and with minimum supervision. Possess self-supervising attributes and a positive, congenial attitude.
- O. Able to work any or all shifts and schedules as necessary to provide proper coverage for all activities and events.
- P. Proven ability to work effectively within deadlines, under stress, and changing work priorities.
- Q. Able to learn and understand appropriate personal protective equipment and basic safety protocols. This may include chemical safety, traffic safety, basic electrical safety, and department specific safety procedures.
- R. Stay informed of new developments, current issues, and strategies through continued educations and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.

Construction/Small Engine Repair:

- Minimum of five years welding experience, five years electrical experience (not requiring a journeyman license), ten years residential or commercial construction experience, ten years small engine repair experience, and five years equipment operator experience.
- Possess and maintain Certified Playground Safety Inspection Certification (CPSI).
- Possess and maintain builders or plumbing license or four years of experience in general

building construction as a contractor, skilled worker, a person responsible in charge of construction. In lieu of the licensing requirement, an employee may be considered qualified by completing a program course of study from an approved college or trade school in building construction, plumbing, electrical or closely related skill.

- Demonstrate a mechanical and mathematical aptitude.

Irrigation/Plumbing:

- Minimum of ten years plumbing experience, ten years irrigation experience, and five years splash pad operation experience.
- Minimum of ten years general construction experience and five years equipment operator experience.
- Advanced knowledge of irrigation systems and electronic control systems.

Horticulture:

- Minimum of ten years turf, plant and tree identification, and care and maintenance experience; five years equipment operator experience; and ten years fertilizer, chemical application, and disease identification and control experience. A degree in turf or horticulture is preferred but not required.
- Extensive experience with soil modification and turf management planning.
- Demonstrate knowledge of the methods, materials and equipment used caring for trees and shrubbery and protecting against insects and disease.
- Possess and maintain pesticide applicators license through the Department of Agriculture, which includes successful completion of Core, 3A, and 6 categories in the certification process and any other license or certification that may be required for the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee regularly works in the field and a maintenance facility and occasionally in a business office setting. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

February 2018
Revised September 2020